

Kerala Gazette No. 31 dated 4th August 2015.

## PART I



GOVERNMENT OF KERALA

### Abstract

GENERAL EDUCATION—ADMINISTRATION—SERVICE RULES OF THE STATE  
COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (SCERT),  
KERALA—APPROVED—ORDERS ISSUED

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GENERAL EDUCATION (P) DEPARTMENT

**G. O. (P) No. 184/2015/G. Edn.      Dated, Thiruvananthapuram, 10th July 2015**

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*Read:*—1. G. O. (P) No. 116/94/GEdn dated 4-7-2014.  
2. Memorandum of Association of the SCERT, Kerala.  
3. Letter No. Admn. I/1573/13/SCERT dated 12-6-2013, 16-6-2014 and 3-12-2014 from the Director, SCERT, Thiruvananthapuram.

### ORDER

The State Institute of Education (SIE) was established under the Government of Kerala in 1964. As per Government order read as 1<sup>st</sup> paper above, the State Institute of Education (SIE) as converted into State Council of Educational Research and Training (SCERT), Kerala autonomous organization and registered as SCERT under the Travancore-Cochin, Literacy, Scientific and Charitable Societies Registration Act of 1955,

As per the Article 44 of the Memorandum of Association of the SCERT, Kerala, the Governing body shall have powers to frame and amend regulations in respect of the conditions of service of the Officers and staff of the SCERT, Kerala.

The Director, SCERT has forwarded the Draft Service Rules of the SCERT, Kerala approved by the 58<sup>th</sup> Governing body of the SCERT, for approval of the Government.

Government have examined the Service Rules in detail and are pleased to accord sanction for the approval of the Service Rules (Service Rules is appended) of the State Council of Educational Research and Training (SCERT), Kerala under the Government of Kerala.

By order of the Governor,

V. S. SENTHIL,

*Additional Chief Secretary to Government.*

To

The Secretary, Ministry of Human Resource Development, New Delhi.

The Director of Public Instruction, Thiruvananthapuram.

The Director, State Council of Educational Research and Training, Thiruvananthapuram.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A & E), Kerala, Thiruvananthapuram.

The General Administration (SC) Department.

Information and Public Relations Department, Kerala, Thiruvananthapuram.

The Law Department (Vide U. O. No. 22309/leg. D3/13/Law dated 5-11-2011).

The Personal and Administrative Reforms Department (Vide U.O. No. 24343/B3/13/ P& ARD. dated 3-2-2014).

The Finance Department (Vide U.O. No. 75394/Edn. B2/14/Fin. dated 1-12-2014).

Stock file/Office copy.

Copy to: PS to Minister (Education).

## **Appendix**

In exercise of the powers conferred by Article 44 of the Memorandum of Association of the State Council of Educational Research and Training (SCERT), Kerala, the Governing Body hereby frame the following regulations in respect of the conditions of service of the officers and staff, namely:—

State Council of Educational Research and Training (SCERT),  
Kerala-Regulations 2014

### REGULATIONS

#### CHAPTER 1

*Short Title and commencement.*—(1) These regulations may be called State Council of Educational Research and Training (SCERT) Kerala-Regulations-2014. They shall come into force at once.

(2) *Application of the rules.*—These regulations shall apply to,

- (i) All full time regular employees of the Council.
- (ii) All government servants of the Central/State Government/Public Sector Undertakings/Autonomous Bodies under the Government whose service are borrowed by the SCERT to the extend they are not in contradiction to the terms and conditions of their deputation.

(3) *Definitions.*—Unless the context otherwise requires, following are the meaning of the definitions used in the regulations.

1. ‘Appointing Authority’ means the authority competent to make appointment under regulations of the SCERT. *Government* is the appointing authority in the case of Director, For all other categories *Director* shall be the appointing authority subject to the decision of the Selection Committee.
2. ‘Chairman’ means the Chairman of the governing body
3. ‘Competent Authority’ in respect of an employee means the authority to whom such powers have been duly delegated and where no such specific delegation has been made, the competent authority is the Director of the Council.

4. ‘Council’ means the State Council of Educational Research and Training Kerala (SCERT).
5. ‘Director’ means the Director of the Council.
6. ‘Duty’ means and includes,—
  - (1) Service as a probationer provided that such service is followed by confirmation.
  - (2) Joining time.
  - (3) Performance of work assigned to staff by their supervisor/heads of departments.
  - (4) A course of instruction or training or project work, which an employee undergoes, specially ordered to be treated as duty by the Director
7. ‘Employee’ means any person employed in the Council in the academic, administrative, ancillary work and includes casual, daily rates, temporary and those appointed for specific period or on deputation
8. ‘Family’ means employee’s wife/ husband, children including step children and legally adopted children and parents wholly dependent on the employee.
9. ‘Foreign service’ means service in which an employee receives his pay with the sanction of the Director from any source other than its own funds.
10. ‘Governing body’ means the Governing Body of the Council.
11. ‘Government’ means the Government of Kerala.
12. ‘Joining time’ means the time allowed to an employee to join a new post or travel to or from a station to which he is posted.
13. ‘Lien’ means the title of an employee to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post to which he has been appointed substantively.
14. ‘Medical Certificate’ means medical certificate from any Medical officer serving under State/Central Government not below the rank of an Assistant Surgeon.

15. ‘Officiate’ means an employee officiating in a post when he performs the duties of a post in which another person holds a lien. ‘Permanent employee’ means employee, who is employed on a permanent basis in a permanent post and who has been confirmed in any grade or scale of pay after satisfactory completion of the probationary period stipulated by these rules.
16. ‘Permanent post’ means a post carrying a definite rate of pay sanctioned without limit of time.
17. ‘Probationer’ in a service means a member of that service who has not completed his probationary period.
18. ‘Temporary employee’ means a post carrying a definite rate of pay sanctioned for limited time.
19. ‘Temporary post’ means a post created on temporary basis with monthly consolidated emoluments and with limit of time.
20. ‘Vice Chairman’ means the Vice Chairman of the Governing Body.
21. ‘Academic staff’ means those who are engaged in various academic activities related to education—from pre primary to higher secondary—in the SCERT for which they are duly qualified.

## CHAPTER II

### GENERAL CONDITIONS OF SERVICE

1. Unless in any case it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Council and the employee may be employed in any manner required by Director without claim for additional remuneration.
2. In the interest of the Council an employee shall be transferred from one post to an equivalent another post by competent authority, but not to a post carrying lower time scale of pay otherwise than as a disciplinary measure or on account of inefficiency or misbehavior.

3. An employee shall be required to subscribe to the Contributory Pension Fund as per the rules prescribed by the Government of Kerala. There shall be a scheme for payment of gratuity for the employees at the time of superannuation or death while in service or for any other form of cessation of service from the Council.
4. An employee during a period of suspension shall be paid subsistence allowance.
5. Unauthorized absence from duty may be treated as misbehavior. Such absence may constitute an interruption in service entailing forfeiture of past service, unless otherwise regularized by the appointing authority.
6. Every person appointed to a post direct or by promotion shall be on probation for a period of one year on duty within a continuous period of two years in the same post for determining his fitness for eventual continuance in that post. The appointing authority may extend the period of probation for a further period not exceeding one year if the said authority is satisfied that the employee has not established his fitness for eventual continuance in the post against which he is appointed.
7. Maternity leave/paternity leave is treated as duty for the purpose of probation. Other kinds of leave combined with the maternity leave/paternity leave will not be treated as duty for the purpose of probation.
8. If the appointing authority decides that a person is suitable for continuing in the post to which he/she is appointed and has completed the prescribed period of probation satisfactorily it shall as soon as possible, issue an order declaring his/her probation for eventual continuance in that post.
9. Where a person appointed directly/by promotion to a post and is found unsuitable to hold the post during the period of probation or has not completed the prescribed period of probation satisfactorily the appointing authority may:
  - (a) if he/she is a direct recruit, terminate his service after issuing a notice and given a reasonable opportunity of being heard.
  - (b) if he/she is a person appointed by promotion, revert him to the post held by him, immediately before such appointment, after issuing a notice and given a reasonable opportunity of being heard.

10. An employee of the Council retires from service with effect from the afternoon of the last day of the month in which he/she attains the age of sixty years.
11. An employee with the prior sanction of the appointing authority may voluntarily retire from service on completing twenty years of qualifying service or at the age of fifty whichever is earlier.

*Note:—*An employee seeking voluntary retirement shall give one month notice to the appointing authority informing the employee's intention to do so.

### CHAPTER III

#### RECRUITMENT RULES, PROCEDURES

Post creation in the posts as recommended by the GB shall be done only with concurrence of Government

1. Subject to the provisions of the Memorandum of Association and the Regulations relating to the SCERT, recruitment to all posts in SCERT shall be made in accordance with the procedure given below:
  - (1) Recruitment to all permanent posts in SCERT shall be only through a Selection Committee.
  - (2) There shall be a Selection Committee for selection of candidates for appointment to any permanent post in the Academic wing of SCERT. The Committee shall consist of the following members:
    - i. An eminent and outstanding person in the field of Educational Administration and Academic matters nominated by the Chairman of the Governing Body shall be the Chairman of the Selection Committee.
    - ii. Professor and Head of the Department of Education of any University in Kerala nominated by the Chairman.
    - iii. One subject expert from NCERT.
    - iv. Director, SCERT will be the Member-Secretary of the Selection Committee.

(3) There shall be another Selection Committee for selection of candidates for appointment to any permanent post in the Administrative wing and other categories. The Committee shall consist of the following:

- (i) One member from the Governing Body nominated by the Chairman of the Governing Body.
- (ii) One Subject Expert nominated by the Director with the approval of the Chairman.
- (iii) Director SCERT shall be the Member-Secretary of the Committee.

## **2. Method of Recruitment**

- (a) Direct recruitment by means of advertisement in two leading Newspapers/in the website.
- (b) By promotion; and
- (c) Appointment by deputation of fully qualified employees from State/Central Government Autonomous or Statutory Organizations who apply in response to any circular or notification from SCERT after availing NOC from their employer.

## **3. Recruitment By Promotion**

- (i) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from among employees serving in posts in the next lower grade.
- (ii) A screening Committee consisting of the following shall recommend the eligible employees for promotion
  - (a) Secretary to Government General Education—Chairman.
  - (b) Director SCERT—Member Secretary.
  - (c) Two experts in the area/subject concerned nominated by the chairman Governing Body.
  - (d) One member from the Governing Body nominated by the Chairman.

4. For appointments through direct recruitment Rules 14-17 in the Kerala State and Subordinate Service Rules (1958) shall be followed in regard to reservations.
5. In all cases of direct recruitment the relevant rules governing minimum and maximum age limit for appointment to various posts as admissible to various categories as per the rules followed by the Kerala Public Service Commission shall be followed by SCERT.
6. In the exigencies the Director shall be competent to appoint any qualified person or individual on service contract for a period of one year, renewable from time to time. The service conditions of the person so appointed on contract shall be governed by the terms of the respective contract. The qualification and experience of the person so appointed shall not be lower on any count than those prescribed as per the regulations for similar posts in SCERT. The competency of any one so selected to the post should be certified before appointment by at least 3 members of the Governing Body of whom two should be experts in the field of education.
7. Notwithstanding anything contained in this regulations, all appointments already made after due process of selection and having been filled up in accordance within para 44 (iii) (b) of 'Memorandum of Association' shall be deemed to have been made under these regulations. The incumbents who were promoted to the next higher grade shall acquire the required qualification within a period of five years from the date of coming into force of these regulations. The incumbents who were in service at the time of conversion of State Institute of Education into SCERT and those continuing in SCERT from among those on deputation listed in G. O. (Rt.) No. 5346/04/G.Edn dated 14<sup>th</sup> December 2004 shall have the option to continue in SCERT notwithstanding their qualification till the date of their superannuation in the General Education Department and shall also be eligible for career advancement as per these regulations.

8. For carrying out duties relating to office vehicle, maintenance of electrical installations, plumbing, and gardening, cleaning of premises, security and for works of similar nature the personnel required shall be engaged on casual/daily wage/contract basis as the case may be.
9. A candidate for direct recruitment to the academic post shall be 25 years on the first day of the calendar year in which applications are invited. For all other categories (Administrative and Technical post) the minimum years shall be 18 years on the first day of the calendar year in which applications are invited. The upper age limit shall be 40 years.
10. Qualifying degrees including Post Graduation, Diploma Certificates obtained through Correspondence Course, Distance Education etc. which are not recognized by the Government of Kerala/University of Kerala/Kerala Public Service Commission, for purpose of employment shall not be considered for appointment to the post in SCERT.

## **11. Category of posts and qualifications**

The staff of the SCERT shall consist of the following categories:—

### **A. Director**

*Mode of appointment of the Director:—*The Government shall have the power to appoint a qualified and competent person in the field of education to the post of Director, SCERT

As per rule 19 of ‘Memorandum of Association’, the Director of the SCERT shall be appointed by the State Government. The Government shall prescribe the remuneration and other conditions of service.

### **B. Academic Staff**

The following shall be the Academic Staff of the SCERT.

1. Joint Director
2. Professor/Chief Librarian
3. Associate Professor/Deputy Librarian
4. Assistant Professor/Assistant Librarian

**Category of Posts, Qualifications and Experience of Academic Staff**

<i>Category No.</i>	<i>Name of Post</i>	<i>Method of Appointment</i>	<i>Qualification and Experience</i>
(1)	(2)	(3)	(4)
1.	Joint-Director	(i) By promotion from Professors under Category 2, 5, 8, 11, 14.	<p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Languages/Arts/ Science/Mathematics/ Social Sciences/Commerce with not less than 55% marks from a recognized University</p> <p>or</p> <p>1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree with not less than 55% marks in Computer Science or Information Technology from a recognized University</p> <p>or</p> <p>1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree with not less than 55% marks in Languages/ Arts/Science/Mathematics/ Social Sciences/Commerce from a recognized University with PGDCA/DCA recognized by the State Government.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed Degree in Education with not less than 55% marks from a recognized University</p> <p>or</p>

(1)	(2)	(3)	(4)
			1 <sup>st</sup> or II <sup>nd</sup> Class M. Ed/ M.PEd Degree with not less than 55% marks from a recognized University (Art education excluded. Instead, Ph.D in Fine Arts or Visual Arts or Performing Arts from a recognized University)
			or
			1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed Degree with not less than 55% marks and specialization in Education Technology from a recognized University
			or
			1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed Degree with not less than 55% marks from a recognized University (Population Education excluded. Instead, PhD in Population Education/Demography from a recognized University)
			or
			1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed Degree with not less than 55% marks in Special Education from a recognized University
		3.	Ph.D Degree in Education/ Subject concerned from a recognized University

(1)	(2)	(3)	(4)
			<ol style="list-style-type: none"> <li>4. Sixteen years experience in SCERT of which two years as Professor.</li> <li>5. At least three years administrative experience in an Education/Research institution such as College, University Departments and SCERT.</li> </ol>
			<p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Authorship of books on education/standard text books.</li> <li>2. Experience in development of curriculum/material production, preparation of educational scheme, projects etc.</li> </ol> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>(ii) In the absence of qualified hands under item (i), by direct recruitment</li> <li>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Languages/Arts/ Science/Mathematics/ Social Science/Commerce with not less than 55% marks from a recognized University</li> </ol> <p style="text-align: center;">or</p> <ol style="list-style-type: none"> <li>1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree with not less than 55% marks in Computer Science or Information Technology from a recognized University</li> </ol>

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(1)	(2)	(3)	(4)
or			
			1 <sup>st</sup> or II <sup>nd</sup> Class Masters Degree with not less than 55% marks in Languages/Arts/Science/Mathematics Social Sciences/Commerce from a recognized University with PGDCA/DCA recognized by the State Government.
			2. 1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed. Degree in Education with not less than 55% marks from a recognized University
or			
			1 <sup>st</sup> or II <sup>nd</sup> Class M. Ed./ M.PEd Degree with not less than 55% marks from a recognized University (Art education excluded. Instead, Ph.D in Fine Arts or Visual Arts or Performing Arts from a recognized University)
or			
			1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed. Degree with not less than 55% marks and specialization in Education Technology from a recognized University

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(1)	(2)	(3)	(4)
or			
1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed. Degree with not less than 55% marks from a recognized University (Population Education excluded. Instead, Ph.D. in Population Education/Demography from a recognized University).			
or			
1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed. Degree with not less than 55% marks in Special Education from a recognized University			
<ol style="list-style-type: none"> <li>3. Ph.D. Degree in Education/subject concerned from a recognized University.</li> <li>4. Sixteen years experience in University/Government/Aided Colleges of which two years as Professor.</li> <li>5. Atleast three years administrative experience in an Education/Research institution such as College, University Departments and SCERT.</li> </ol>			

**Desirable**

1. Authorship of books on education/standard text books.

(1)	(2)	(3)	(4)
			2. Experience in development of curriculum/material production, preparation of educational scheme, projects etc.

*Note:—*Seniority will be the criteria for promotion. If there are more than one Professors having the same qualification and experience the promotion shall be made on the basis of an interview by the screening committee.

### I. DIVISION OF CURRICULUM STUDIES (For Primary, Secondary and Higher Secondary)

2.	Professor	(i) By promotion from Category 3	<b>Essential</b>
			1. 1 <sup>st</sup> or II <sup>nd</sup> Class Masters Degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.
			2. 1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed. Degree with not less than 55% marks from a recognized University. or 1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed./M.PEd. Degree with not less than 55% marks from a recognized University (Art education excluded. Instead, Ph.D. in Fine Arts or Visual Arts or Performing Arts from a recognized University).

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(1)	(2)	(3)	(4)
			3. Ph.D. in Education/subject concerned from a recognized University.
			4. Fifteen years of experience as Associate Professor and Assistant Professor in SCERT taken together.
			5. A minimum of three years experience of teaching and /or research in an academic/research position in University/Government/Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.
			6. Experience in development of curriculum / Material Production/Preparation of Educational Scheme/Projects.
			7. Research with evidence of published work and a minimum of five publications as books and/or research/ policy papers/articles at National or International level having ISBN or ISSN Number.

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(1)	(2)	(3)	(4)
<b>Essential</b>			
(ii)	In the absence of qualified hands under item (i), by direct recruitment		<ol style="list-style-type: none"> <li>1<sup>st</sup> or II<sup>nd</sup> Class Masters degree in Languages/Arts/ Science/Mathematics/Social Sciences/ Commerce with not less than 55% marks from a recognized University.</li> <li>1<sup>st</sup> or II<sup>nd</sup> Class M.Ed. Degree with not less than 55 % marks from a recognized University.</li> </ol> <p style="text-align: center;">or</p> <p>1<sup>st</sup> or II<sup>nd</sup> Class M.Ed/M.PEd Degree with not less than 55% marks from a recognized University (Art education excluded. Instead, Ph.D in Fine Arts or Visual Arts or Performing Arts from a recognized University).</p> <ol style="list-style-type: none"> <li>Ph.D. in Education/subject concerned from a recognized University.</li> <li>Fifteen years of experience in University/Government/ Aided Colleges.</li> <li>A minimum of three years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</li> </ol>

(1)	(2)	(3)	(4)
3. Associate Professor	By promotion from Category 4	<b>Essential</b>	<p>6. Experience in development of curriculum/Material Production/ Preparation of Educational Scheme/ Projects.</p> <p>7. Research with evidence of published work and a minimum of five publications as books and/or research/ policy papers/articles at National or International level having ISBN or ISSN Number.</p>
			<p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed. Degree with not less than 55% marks from a recognized University.</p> <p>or</p> <p>1<sup>st</sup> or II<sup>nd</sup> Class M.Ed./M.PEd. Degree with not less than 55% marks from a recognized University (Art education excluded. Instead, Ph.D. in Fine Arts or Visual Arts or Performing Arts from a recognized University).</p>

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(1)	(2)	(3)	(4)
			<ol style="list-style-type: none"><li>3. Ph.D. in Education/subject concerned from a recognized University.</li><li>4. Eight years of experience as Assistant Professor in SCERT.</li><li>5. A minimum of three years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</li><li>6. Experience in development of curriculum/Material Production/ Preparation of Educational Scheme/ Projects.</li><li>7. Research with evidence of published work and a minimum of three publications as books and/or research/ policy papers/articles at National or International level having ISBN or ISSN Number.</li></ol>

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(1)	(2)	(3)	(4)
4	Assistant Professor	By direct recruitment	<p><b>Essential</b></p> <p>1 1<sup>st</sup> or II<sup>nd</sup> Class Masters degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed. Degree with not less than 55% marks from a recognized University</p> <p style="text-align: center;">or</p> <p>1<sup>st</sup> or II<sup>nd</sup> Class M.Ed./M.PEd. Degree with not less than 55% marks from a recognized University (Art education excluded. Instead, Ph.D. in Fine Arts or Visual Arts or Performing Arts from a recognized University).</p> <p>3. A minimum of three years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p> <p><b>Desirable</b></p> <p>1. Ph.D. in Education/subject concerned from a recognized University.</p>

(1)	(2)	(3)	(4)
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## II. DIVISION OF TEACHER EDUCATION AND FOUNDATION

### (Pre-Service, In-service, Pre-Primary Education)

5	Professor (i)	By promotion from Category 6	<b>Essential</b>
			<p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed. Degree with not less than 55 % marks from a recognized University.</p> <p>3. Ph.D. in Education/subject concerned from a recognized University.</p> <p>4. Fifteen Years of experience as Associate Professor and Assistant Professor in SCERT taken together.</p> <p>5. A minimum of three years experience of teaching and or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p>

(1)	(2)	(3)	(4)
			<p>6. Experience in development of curriculum/ Materials Production/ Preparation of Educational Scheme/Projects.</p> <p>7. Research with evidence of published work and a minimum of five publications as books and/or research/ policy papers/articles at National or International level having ISBN or ISSN Number</p> <p><b>Essential</b></p> <p>(ii) In the absence of qualified hands under item (i), by direct recruitment</p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed. Degree with not less than 55 % marks from a recognized University.</p> <p>3. Ph.D. in Education/subject concerned from a recognized University.</p> <p>4. Fifteen Years of experience in University/Government/ Aided Colleges.</p>

(1)	(2)	(3)	(4)
			<p>5. A minimum of three years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p> <p>6. Experience in development of curriculum/Materials Production/Preparation of Educational Scheme/ Projects.</p> <p>7. Research with evidence of published work and a minimum of five publications as books and/or research/ policy papers/articles at National or International level having ISBN or ISSN Number</p>
6.	Associate Professor	By promotion from Category 7.	<p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with atleast 55% marks from a recognized University</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed. Degree with not less than 55% marks from a recognized University.</p>

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(1)	(2)	(3)	(4)
			<ol style="list-style-type: none"><li>3. Ph.D in Education/subject concerned from a recognized University.</li><li>4. Eight years of experience as Assistant Professor in SCERT.</li><li>5. A minimum of three years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</li><li>6. Experience in development of curriculum/Materials Production/Preparation of Educational Scheme/ Projects.</li><li>7. Research with evidence of published work and a minimum of three publications as books and/ or research/ policy papers/ articles at National or International level having ISBN or ISSN Number.</li></ol>

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(1)	(2)	(3)	(4)
7. Associate Professor	By direct recruitment		<p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed Degree with not less than 55% marks from a recognized University</p> <p>3. A minimum of three years experience of teaching and/ or research in an academic research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p> <p><b>Desirable</b></p> <p>1. Ph.D in Education/subject concerned from a recognized University.</p>
8. Professor	(i) By promotion from Category 9.		<p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree with not less than 55% marks in Computer Science or Information Technology from a recognized University</p> <p>or</p>

(1)	(2)	(3)	(4)
			<p>1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree with not less than 55% marks in Languages/Arts/Science/Mathematics/Social Sciences/Commerce from a recognized University with PGDCA/DCA recognized by the State Government.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed Degree with not less than 55% marks and specialization in Education Technology from a recognized University.</p> <p>3. Ph.D in Education/subject concerned from a recognized University.</p> <p>4. Fifteen years of experience as Associate Professor and Assistant Professor in SCERT taken together.</p> <p>5. A minimum of three years experience of teaching and/or research in an academic/research position in University/Government/Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p>

(1)	(2)	(3)	(4)
			<p>6. Experience in development of curriculum/Materials Production/Preparation of Educational Scheme/Projects.</p> <p>7. Research with evidence of published work and a minimum of five publications as books and/or research/policy papers/articles at National or International level having ISBN or ISSN Number</p>
(ii) In the absence of qualified hands under item (i), by direct recruitment			<p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree with not less than 55% marks in Computer Science or Information Technology from a recognized University</p> <p style="text-align: center;">or</p> <p>1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree with not less than 55% marks in Languages/Arts/Science/Mathematics/Social Sciences/Commerce from a recognized University with PGDCA/DCA recognized by the State Government.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed Degree with not less than 55% marks and specialization in Education Technology from a recognized University.</p>

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(1)	(2)	(3)	(4)
			<ol style="list-style-type: none"><li>3. Ph.D. in Education/subject concerned from a recognized University.</li><li>4. Fifteen years of experience in University/Government/Aided Colleges.</li><li>5. A minimum of three years experience of teaching and/or research in an academic/research position in University/Government/Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</li><li>6. Experience in development of curriculum/Materials Production/Preparation of Educational Scheme/Projects.</li><li>7. Research with evidence of published work and a minimum of five publications as books and/or research/policy papers/articles at National or International level having ISBN or ISSN Number</li></ol>

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(1)	(2)	(3)	(4)
9. Associate Professor	By promotion from Category 10.	<b>Essential</b>	
		1. 1 <sup>st</sup> or II <sup>nd</sup> Class Masters Degree with not less than 55% marks in Computer Science or Information Technology from a recognized University	
			or
		1 <sup>st</sup> or II <sup>nd</sup> Class Masters Degree with not less than 55% marks in Languages/ Arts/Science/Mathematics/ Social Sciences/Commerce from a recognized University with PGDCA/DCA recognized by the State Government.	
		2. 1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed Degree with not less than 55% marks and specialization in Educational Technology from a recognized University.	
		3. Ph.D. in Education/subject concerned from a recognized University.	
		4. Eight years of experience as Assistant Professor in SCERT.	

(1)	(2)	(3)	(4)
10. Assistant Professor	By Direct recruitment		<p>5. A minimum of three years experience of teaching and/or research in an academic/research position in University/Government/Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p> <p>6. Experience in development of curriculum/Materials Production/Preparation of Educational Scheme/Projects.</p> <p>7. Research with evidence of published work and a minimum of three publications as books and/or research/policy papers/articles at National or International level having ISBN or ISSN Number.</p>
			<p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree with not less than 55% marks in Computer Science or Information Technology from a recognized University</p> <p>or</p>

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(1)	(2)	(3)	(4)
1 <sup>st</sup> or II <sup>nd</sup> Class Masters Degree with not less than 55% marks in Languages/ Arts/Science/Mathematics/ Social Sciences/ Commerce from a recognized University with PGDCA/DCA recognized by the State Government.			
2. 1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed. Degree with not less than 55% marks and specialization in Education Technology from a recognized University.			
3. A minimum of three years of experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.			
<b>Desirable</b>			
1. Ph.D. in Education/subject concerned from a recognized University.			

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(1)	(2)	(3)	(4)
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IV. DIVISION OF SPECIAL NEEDS AND SOCIAL JUSTICE INCLUDING  
SPECIAL PROJECTS

11. Professor      (i) By promotion from Category 12      **Essential**

- 1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.
- 2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed. Degree with not less than 55% marks from a recognized University (Population Education excluded. Instead, Ph.D. in Population Education/ Demography from a recognized University)

or

- 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed. Degree with not less than 55% marks in Special Education from a recognized University
- 3. Ph.D. in Education/subject concerned from a recognized University.
- 4. Fifteen years of experience as Associate Professor and Assistant Professor in SCERT taken together.

(1)	(2)	(3)	(4)
			<p>5. A minimum of three years experience of teaching and/or research in an academic research position in University/Government/Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p> <p>6. Experience in development of Curriculum/Materials Production/Preparation of Educational Scheme/Projects.</p> <p>7. Research with evidence of published work and a minimum of five publications as books and/or research/policy papers/articles at National or International level having ISBN or ISSN Number.</p> <p><b>Essential</b></p> <p>(ii) In the absence of qualified hands under item (i), by direct recruitment</p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Languages/Arts/Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.</p>

(1)	(2)	(3)	(4)
			2. 1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed. Degree with not less than 55% marks from a recognized University (Population Education excluded. Instead, Ph.D. in Population Education/ Demography from a recognized University).
			or
			1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed. Degree with not less than 55% marks in Special Education from a recognized University.
			3. Ph.D. in Education/subject concerned from a recognized University.
			4. Fifteen years experience in University/Government/ Aided Colleges.
			5. A minimum of three years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.
			6. Experience in development of Curriculum/Materials Production/Preparation of Educational Scheme/Projects.

(1)	(2)	(3)	(4)
12 Associate Professor	(i) By promotion from Category 13		<p>7. Research with evidence of published work and a minimum of five publications as books and/or research/ policy papers/articles at National or International level having ISBN or ISSN Number.</p> <p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed Degree with not less than 55% marks from a recognized University. (Population Education excluded. Instead, Ph.D.in Population Education/ Demography from a recognized University).</p> <p style="text-align: center;">or</p> <p>1<sup>st</sup> or II<sup>nd</sup> Class M.Ed. Degree with not less than 55% marks in Special Education.</p> <p>3. Ph.D. in Education/subject concerned from a recognized University.</p> <p>4. Eight years of experience as Assistant Professor in SCERT.</p>

(1)	(2)	(3)	(4)
13 Assistant Professor	By direct Recruitment	<b>Essential</b>	<p>5. A minimum of three years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p> <p>6. Experience in development of Curriculum/Materials Production/Preparation of Educational Scheme/Projects.</p> <p>7. Research with evidence of published work and a minimum of three publications as books and/ or research/policy papers/ articles at National or International level having ISBN or ISSN Number.</p>

(1)	(2)	(3)	(4)
			2. 1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed Degree with not less than 55% marks from a recognized University. (Population Education excluded. Instead, Ph.D in Population Education/ Demography from a recognized University).
			or
			1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed Degree with not less than 55% marks in Special Education from a recognized University
			3. A minimum of eight years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.
			<b>Desirable</b>
			1. Ph.D in Education/subject concerned from a recognized University.

(1)	(2)	(3)	(4)
<b>IV. DIVISION OF EDUCATIONAL SURVEYS, RESEARCH AND POLICY PERSPECTIVE, LIBRARY AND TEXTBOOK ARCHIVES</b>			
14 Professor	(i) By promotion from Category 15	<b>Essential</b>	<p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed Degree with not less than 55% marks from a recognized University.</p> <p>3. Ph.D in Education/subject concerned from a recognized University.</p> <p>4. Fifteen years of experience as Associate Professor and Assistant Professor in SCERT taken together.</p> <p>5. A minimum of three years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p>

(1)	(2)	(3)	(4)
			6. Experience in development of curriculum/Materials Production/ Preparation of Educational Scheme/Projects.
			7. Research with evidence of published work and a minimum of five publications as books and/or research/ policy papers/articles at National or International level having ISBN or ISSN Number.
	(ii) In the absence of qualified hands under item (i), by direct recruitment		<b>Essential</b>
		1. 1 <sup>st</sup> or II <sup>nd</sup> Class Masters Degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.	
		2. 1 <sup>st</sup> or II <sup>nd</sup> Class M.Ed Degree with not less than 55% marks from a recognized University.	
		3. Ph.D in Education/subject concerned from a recognized University.	
		4. Fifteen years of experience in University/Government/ Aided Colleges.	

(1)	(2)	(3)	(4)
			<p>5. A minimum of three years experience of teaching and/or research in an academic/research position in University/Government/Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p> <p>6. Experience in development of curriculum/Materials Production/Preparation of Educational Scheme/Projects.</p> <p>7. Research with evidence of published work and a minimum of five publications as books and/or research/policy papers/articles at National or International level having ISBN or ISSN Number.</p>
15	Associate Professor	By promotion from Category 16	<p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Languages/Arts/Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed Degree with not less than 55% marks from a recognized University.</p>

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(1)	(2)	(3)	(4)
			<ol style="list-style-type: none"><li>3. Ph.D in Education/subject concerned from a recognized University.</li><li>4. Eight years of experience as Assistant Professor in SCERT.</li><li>5. A minimum of three years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</li><li>6. Experience in development of curriculum/Materials Production/Preparation of Educational Scheme/Projects.</li><li>7. Research with evidence of published work and a minimum of three publications as books and/or research policy papers/articles at National or International level having ISBN or ISSN Number.</li></ol>

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(1)	(2)	(3)	(4)
16	Assistant Professor	By direct recruitment	<p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Languages/Arts/ Science/Mathematics/Social Sciences/Commerce with not less than 55% marks from a recognized University.</p> <p>2. 1<sup>st</sup> or II<sup>nd</sup> Class M.Ed Degree with not less than 55% marks from a recognized University.</p> <p>3. A minimum of three years experience of teaching and/ or research in an academic/ research position in University/Government/ Aided Teachers Training Institutions, DIET, Vocational Higher Secondary School, Higher Secondary School, High School and Primary School.</p> <p><b>Desirable</b></p> <p>1. Ph.D in Education/subject concerned from a recognized University.</p>
17	Chief Librarian	(i) By promotion from Category 18	<p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Library and Information Science from a recognized University.</p> <p>2. Ph.D in Library and Information Science from a recognized University.</p>

(1)	(2)	(3)	(4)
			<ol style="list-style-type: none"> <li>3. Fifteen years of experience as Deputy Librarian and Assistant Librarian in SCERT taken together.</li> <li>4. A minimum of three years experience as Librarian in University/Government/Aided Colleges/Teachers Training Institutions, DIET and other Educational Institutions or reputed Libraries.</li> <li>5. Experience in development of Materials/Preparation of Educational Scheme/Projects.</li> <li>6. Research with evidence of published work and a minimum of five publications as books and/or research/policy papers/articles at National or International level having ISBN or ISSN Number.</li> </ol>

**Essential**

(ii) In the absence of qualified hands under item (i), by direct recruitment

1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Library and Information Science from a Recognized University.
2. Ph.D in Library and Information Science from a recognized University.
3. Fifteen years Experience in University/Government/Aided College Libraries.

(1)	(2)	(3)	(4)
18 Deputy Librarian	By promotion from Category 19.		<p>4. A minimum of three years experience as Librarian in University/Government/Aided Colleges/Teachers Training Institutions, DIET and other Educational Institutions or reputed Libraries.</p> <p>5. Experience in development of Materials/Preparation of Educational Scheme/Projects.</p> <p>6. Research with evidence of published work and a minimum of five publications as books and/or research/policy papers/articles at National or International level having ISBN or ISSN Number.</p> <p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Library and Information Science from a Recognized University.</p> <p>2. Ph.D in Library and Information Science from a Recognized University.</p> <p>3. Eight years of experience as Assistant Librarian in SCERT.</p>

(1)	(2)	(3)	(4)
			<p>4. A minimum of three years experience as Librarian, in University/Government/Aided Colleges/Teachers Training Institutions, DIET and other Educational Institutions or reputed Libraries.</p> <p>5. Experience in development of Materials/Preparation of Educational Scheme/Projects.</p> <p>6. Research with evidence of published work and a minimum of three publications as books and/or research/policy papers/articles at National or International level having ISBN or ISSN Number.</p>
19 Assistant Librarian	By Direct recruitment		<p><b>Essential</b></p> <p>1. 1<sup>st</sup> or II<sup>nd</sup> Class Masters Degree in Library and Information Science from a Recognized University.</p> <p>2. A minimum of three years of experience as Librarian in University/Government/Aided Colleges/Teacher Training Institutions, DIET and other Educational Institutions or reputed Libraries.</p>

(1)	(2)	(3)	(4)
<b>Desirable</b>			
			1. Ph.D in Library and Information Science from a Recognized University.

*Note:—*Those in the entry cadre of Assistant Professors with Ph.D shall be eligible for two Non- Compounded advance increments.

### C. ADMINISTRATIVE STAFF

<i>Category No.</i>	<i>Name of Post</i>	<i>Method of Appointment</i>	<i>Qualification and Experience</i>
(1)	(2)	(3)	(4)
1	Administrative Officer	(i) By promotion from Category 4	<p><b>Essential</b></p> <p>1. Graduation (Regular) recognized by any of the Universities in Kerala with fifteen years of Administrative experience in similar Academic/Research Institutions of which five years should be in Supervisory Cadre.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</p>

(1)	(2)	(3)	(4)
<b>Essential</b>			
	(ii) In the absence of qualified hands under item (i)/ Deputation from State Government Service		<p>1. Graduation (Regular) recognized by any of the Universities in Kerala with fifteen years of Administrative experience in similar Academic/Research Institutions of which five years should be in Supervisory Cadre.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government</p>
2 Personal Assistant to the Director	(i) By promotion from Category 5		<p><b>Essential</b></p> <p>1. Graduation (Regular) recognized by any of the Universities in Kerala with twelve years of Administrative experience in similar Academic/Research Institutions of which three years should be in Supervisory Cadre.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government</p>

(1)	(2)	(3)	(4)
	(ii) In the absence of qualified hands under item (i)/ Deputation from State Government Service		<p><b>Essential</b></p> <p>1. Graduation (Regular) recognized by any of the Universities in Kerala with twelve years of Administrative experience in similar Academic/Research Institutions of which three years should be in Supervisory Cadre.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</p>
3	Confidential Assistant to the Director	By direct recruitment	<p><b>Essential</b></p> <p>1. Graduation (Regular) recognized by any of the Universities in Kerala.</p> <p>2. Pass in Shorthand English and Malayalam (KGTE).</p> <p>3. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</p>

(1)	(2)	(3)	(4)
4 Manager (Administration)	(i) By promotion from Category 5		<p><b>Essential</b></p> <p>1. Graduation (Regular) recognized by any of the Universities in Kerala with twelve years of Administrative experience in similar Academic/Research Institutions of which three years should be in Supervisory Cadre.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</p> <p><b>Essential</b></p> <p>(ii) In the absence of qualified hands under item (i)/ Deputation from State Government Service</p> <p>1. Graduation (Regular) recognized by any of the Universities in Kerala with twelve years of Administrative experience in similar Academic/Research Institutions of which three years should be in Supervisory Cadre.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government</p>

(1)	(2)	(3)	(4)
5	Senior Assistant (Administration)	(i) By promotion from Category 6	<p><b>Essential</b></p> <p>1. Graduation (Regular) recognized by any of the Universities in Kerala with five years of Administrative experience in similar academic/research institutions.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</p> <p><b>Essential</b></p> <p>1. Graduation (Regular) recognized by any of the Universities in Kerala with five years of Administrative experience in similar academic/research institutions.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</p>
		(ii) In the absence of qualified hands under item (i)/ Deputation from State Government Service	

(1)	(2)	(3)	(4)
6	Assistant (Administration)	By direct recruitment	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Graduation (Regular) recognized by any of the Universities in Kerala.</li> <li>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</li> </ol>
7	Finance Officer	(i) By posting a Deputy Secretary from Finance Department on deputation basis	
8	Manager (Accounts)	(i) By promotion from Category 9	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Graduation (Regular) in Commerce recognized by any of the Universities in Kerala with twelve years experience in financial administration in similar academic/research institutions of which three years should be in Supervisory Cadre.</li> <li>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</li> </ol>

(1)	(2)	(3)	(4)
	(ii) In the absence of qualified hands under item (i)/ Deputation from State Government Service		<p><b>Essential</b></p> <p>1. Graduation (Regular) in Commerce recognized by any of the Universities in Kerala with twelve years experience in financial administration in similar academic/research institutions of which three years should be in Supervisory Cadre.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</p>
9 Senior Accountant	(i) By promotion from Category 10.		<p><b>Essential</b></p> <p>1. Graduation (Regular) in Commerce recognized by any of the Universities in Kerala with five years experience in financial administration in similar academic/research institutions.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</p>

(1)	(2)	(3)	(4)
	(ii) In the absence of qualified hands under item (i)/ Deputation from State Government Service		<p><b>Essential</b></p> <p>1. Graduation (Regular) in Commerce recognized by any of the Universities in Kerala with five years experience in financial administration in similar a c a d e m i c / r e s e a r c h institutions.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</p>
10 Accountant	By direct recruitment		<p><b>Essential</b></p> <p>1. Graduation (Regular) in Commerce recognized by any of the Universities.</p> <p>2. Diploma in Computer Application obtained after a course of study with not less than six months duration or its equivalent from an institution recognized by State Government.</p>
			<b>D. TECHNICAL STAFF</b>
1 DTP Operator	By direct recruitment		<p><b>Essential</b></p> <p>1. A pass in higher secondary or equivalent examination, Certificate in Computer Application/DTP from a Govt. Recognized institution.</p>

(1)	(2)	(3)	(4)
2	Data Entry Operator	By direct recruitment	<p><b>Essential</b></p> <p>2. Minimum five years experience in Govt./Semi Government Institutions.</p>
3	System Analyst	By direct recruitment	<p><b>Essential</b></p> <p>1. A pass in SSLC or equivalent examination, certificate in Computer Application/DTP from a Govt. Recognized institution.</p> <p>2. Minimum two years experience in Government/ Semi Government Institutions.</p>
4	Library Assistant	By direct recruitment	<p><b>Essential</b></p> <p>1. I<sup>st</sup> or II<sup>nd</sup> Class Degree B.Tech/MCA/M.Sc Computer science / Computer Application from a recognized University.</p> <p>2. One year experience in Government approved IT Projects as system analyst.</p>
5	Office Attendant	By direct recruitment	<p><b>Desirable:</b></p> <p>1. BLISC, IT skills</p> <p><b>Essential</b></p> <p>1. Pass in 8<sup>th</sup> standard, Physically Efficient.</p>

## CHAPTER IV

## LEAVE

**Leave (General)**

1. This chapter shall apply to all the permanent employees of the Council and to the other categories to the extent applicable to them.
2. **Kinds of Leave**
  - (i) Casual Leave
  - (ii) Earned Leave
  - (iii) Half pay Leave
  - (iv) Commuted Leave
  - (v) Maternity Leave
  - (vi) Paternity Leave
  - (vii) Leave without Allowance
  - (viii) Compensation Leave
  - (ix) Leave Travel Concession
  - (x) Leave without allowances for the purpose of joining spouse
  - (xi) Leave without allowance for better employment elsewhere
  - (i) *Casual Leave*—Every employee other than daily rated/wages casual may be allowed in a calendar year, leave with salary for a period not exceeding 20 days on any reasonable ground, this leave being called casual leave. The number of casual leave shall be proportionally reduced depending on the length of service in a calendar year. All officers may be allowed to combine casual leave with Sundays and other holidays provided that the resulting period of absence from duty shall not exceed 15 days.

*Explanation*

- (i) Casual leave not availed of within the particular calendar year shall not be accumulated or carried over.
- (ii) Ordinarily, casual leave will be granted only after completion of atleast one month of service in the council and casual leave will be spread throughout the year in such a way that in every half year the maximum casual leave shall not exceed 10 days.
- (ii) *Earned Leave*—Every permanent employee shall be allowed earned leave at the rate of one day for every 11 days. The maximum earned leave that may be granted at a time to an officer shall be 180 days. This leave may be accumulated up to a maximum of 300 days. In the case of LPR and terminal surrender on superannuation as 300 days Appendix VIII, Part I, KSRs shall be followed. No casual employee shall be eligible for earned leave. Earned leave for employees appointed for limited periods shall be governed by the rules in Appendix VIII, Part I KSRs.
- (iii) *Half Pay Leave*—Every permanent employee shall be eligible for 20 days of half pay leave in respect of each completed year of service.
- (iv) *Commututed Leave*—Commututed leave not exceeding half the number of half pay leave due may be granted to all permanent employees. When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due. The total duration of the total period of earned leave, commuted leave taken together shall not exceed 240 days.
- (v) *Maternity Leave*—Every female employee except daily rated/ wages/casual employees shall be eligible for maternity leave for 180 days for each delivery.

The maternity leave may also be granted in the case of miscarriage or abortion and hysterectomy subject to the condition that the period of leave shall not exceed 42 days and 45 days respectively on production of medical certificate from authorised medical officer.

- (vi) *Paternity leave*—As admissible to State Government employees as per G. O. (P) 272/13/Fin dated 5-6-2013
- (vii) *Leave without Allowance*—Admissible as per KSR Part I
- (viii) *Compensation Leave*—As admissible to State Government Employees
- (ix) *Leave Travel Concession*—As admissible to State Government Employees
- (x) *Leave without allowances for the purpose of joining spouse*—As admissible to State Government Employees
- (xi) *Leave without Allowance for better employment elsewhere*—As admissible to State Government Employees

3. *General conditions regarding leave*—Employee shall not be absent from duty in anticipation of sanction of leave except under extraordinary circumstances the nature of which should be proved to the satisfaction of the sanctioning authority. Employees requiring leave for urgent purpose such as attending to sickness or funeral of near relatives or for purpose which would not be anticipated may approach the Competent Authority direct or send application through any messenger for the sanction of leave. The competent authority may sanction the leave. But in case the leave is sanctioned, enquiries may be made later regarding the bonafide of genuineness of the grounds of leave. If on such enquiry it is found that the leave applied for was not bonafide, genuine or not for any emergency, he will be punished with any of the punishments provided in these rules.

4. *Overstayal of leave*—If the employee after proceeding on leave desires, extension thereof, he shall apply to the Director for extension of leave, who shall send a written reply either granting or refusing the extension of the leave to the employee if his address is available and if such reply is likely to reach him before the expiry of the leave originally granted to him. In the event of an employee remaining absent in excess of the leave granted, he shall lose the lien on his appointment unless he has previously secured permission to extend the leave period covered by any such extension. If however, he returns to work within one month of the expiry of the leave granted and give a satisfactory explanation to the Director or competent authority for his omission to apply for extension of leave and also for his failure to return to duty after the expiry of the leave, he may be excused and reinstated in his post.
5. *Encashment of Earned Leave*—The maximum number of day's encashed for those on regular and limited periods shall be the same as allowed to the State Government employees. In respect of those appointed for limited periods (other than casual and regular employees) the restrictions applicable as per Appendix VIII, KSR Part II shall be followed. An employee shall be allowed surrender of earned leave not exceeding 30 days as a single block during a financial year. Salary for the purpose of encashment shall be for a month of 30 days. However when an employee retires from service he shall be permitted to encash unavailed earned leave to the maximum of 300 earned leave to his credit as on the date of retirement.
6. *Completed year of service*—Completed year of service for the purpose of leave means continuous service in one year.
7. *Right to leave*—Leave cannot be claimed as a matter of right, and when the exigencies of service so demand, leave of any description may be refused or revoked by the Director/Competent Authority.
8. *Combination of leave*—Any kind of leave other than casual leave under these rules may be granted in combination with any other kind of leave except Leave without Allowance for the purpose of joining spouse and better employment elsewhere.

9. *Half-day leave*—No leave shall be granted for part of a day except casual leave.
10. Rules for the grant to leave to officers appointed for limited periods (other than casual and regular employees) shall be the same as provided in Appendix VIII, Part I KSRs.
11. *Application for leave*—Application for leave of any kind or for extension thereof shall be compulsorily made in the prescribed form as in the KSR to the Director/Competent Authority.

Notwithstanding anything contained above, employees on deputation to the Council shall be eligible for leave benefit only as per the leave rules applicable to the employees in his parent department. However where there is no such leave rules in the parent department, they will be eligible for leave benefits as per these rules.

Notwithstanding anything contained above casual employees either on daily rated or otherwise shall not eligible for any kind of leave.

## CHAPTER V

### CONDUCT, DISCIPLINE AND APPEALS

#### A. Conduct

1. Unless in any case it be otherwise distinctly provided the whole time of an employee shall be at the disposal of the Council and he may be employed in any manner in such capacity and at such place as required by the proper authority, without claim for additional remuneration.
2. Except with the permission of the Director/Competent Authority in writing no employee shall even while on leave directly or indirectly engage in other profession or business or enter the service of or be employed in any other capacity or do any consultancy or for any purpose whatsoever and for any part of his time, by any other person, Government Department, firm company or employer and shall not have any private financial dealings with other employees or persons having dealings with the Council.

3. (i) No employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he take part in, or collect funds for or subscribe in aid for, or assist in any other manner any political/communal/caste movement activity or campaign.  
(ii) If any doubt arises whether any movement or activity falls within the scope of this Rule the decision of the State Government shall be sought for in the matter.  
(iii) No employee shall canvas or otherwise interfere or use his influence in connection with or contest in election to any legislative or local authority, provided that an employee qualified to vote at such election may exercise his right to vote but, where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
4. (i) Save otherwise provided in these rules no employee of the Council shall except with the previous sanction of the Director/Competent Authority, give evidence in connection with any enquiry conducted by any person, committee or authority.  
(ii) Provided that nothing in this rule shall apply to,—
  - (a) Evidence given in any enquiry before any authority appointed by the Director, Executive Committee, State Government or Central Government or State Legislative or Parliament.
  - (b) Evidence given in any Judicial enquiry or
  - (c) Evidence given in any departmental/domestic enquiry.
5. No employee shall except with the previous written sanction of the Director, own wholly or in part or conduct or participate in the editing or managing or any newspaper or periodical publication.

6. No employee or class of employees shall, except with the prior approval of the Director engage directly or indirectly in any trade or business full-time or part-time, remunerative or honorary provided that an employee may take part in the registration, promotion or management of literary, scientific or charitable societies registered under the Travancore-Cochin literary, Scientific and Charitable Societies Act XII of 1955. The competent authority may, in cases in which it thinks fit to grant such sanction, stipulate that any fee or remuneration received by the employee for undertaking the work shall be paid in whole or part to the Council or refuse permission to receive the remuneration or honorarium for the work.
7. No employee shall accept, solicit or seek any outside employment or office even stipendary or honorary without the previous sanction of the Director.
8. No employee shall absent himself from his station even out of duty hours without the prior sanction of the superior officers.
9. (i) No employee shall, except after intimation to the Director, acquire or dispose of any of his immovable property in his name or in the name of his family members.(ii) All employees shall submit a statement of all immovable properties through proper channel to the Director at the time of appointment and thereafter before 15<sup>th</sup> January of every year showing all the immovable property either acquired or disposed of during the previous calendar year by way of sale, succession, gift or inheritance.

#### **B. Discipline And Appeals**

1. *Discipline*—A member of the staff of the Council shall be liable for suspension, discharge, dismissal or other punishments for any misconduct or for breach of the terms and conditions of his appointment. For the purpose of serving memo of charges, procedures and imposing penalties the relevant provision of Manual for Disciplinary Proceedings and Kerala Civil Services (Classification, Control and Appeal) Rules 1960 shall be applicable.

2. *Disciplinary Authority*—The *Government* shall be the disciplinary authority in the case of Director and *Director* shall be the disciplinary authority in all the cases in respect of other categories of staff.
3. *Order of discharge or dismissals*—No order of discharge or dismissal shall be passed unless the specific charges on which such order is to be passed, so that he shall have reasonable opportunity of showing cause why the proposed action should not be taken against him, and submitting an explanation in writing within such time as may be prescribed by the appointing authority; provided that the requirements of this bye-law may be waived if the facts, on the basis of which action is to be taken have been established in a Court of Law, or where the person has absconded, or where it is for any reason impracticable to communicate with him. In every case where all or any of the requirements of this bye-law are waived, the reasons for so doing shall be recorded in writing.
4. *Major Penalties*—Before imposition of major penalty the concurrence of the Governing Body shall be obtained.
5. *Appeals*—An employee who has been dismissed shall have a right of appeal against any order passed by the appointing authority to the authority to which the appointing authority is immediately subordinate, hereinafter referred to as “appellate authority” - every appeal shall comply with the following requirements:
  - (i) It shall be in writing.
  - (ii) It shall be couched in concise, polite and respectful language, and be free from irrelevant matter.
  - (iii) It shall contain all material statement and arguments relied on and shall be complete in itself.
  - (iv) It shall specify the relief desired.

- (v) It shall be submitted to the authority which made the order appealed against, within a period of three months from the date on which the appellant receives a copy of the order, provided further that a copy of the appeal may be submitted direct to the Appellate Authority.
- (vi) It shall not be addressed by name to the Director or to any member of the Governing Body and any such action shall be deemed a breach of discipline.

6. *Consideration of Appeals:*—In the case of an appeal against an order of discharge or dismissal, the appellate authority shall consider:—

- (a) Whether the procedure prescribed in the preceding clause 3 has been complied with and, if not, whether such non-compliance has resulted in a miscarriage of justice, and
- (b) Whether the findings are justified, and
- (c) Whether the penalty imposed is excessive, adequate or inadequate, and pass orders:—
  - (i) Setting aside, reducing, confirming or enhancing the penalty or
  - (ii) Remitting the case to the appointing authority or to any other authority with such direction as it may deem fit in the circumstances of the case; provided that the appellate authority shall not impose any enhanced penalty unless the appellant is given an opportunity to make any representation which he may wish to make against such enhanced penalty.

7. *Implementation of orders in appeal:*—The authority which made the order appealed against, shall give effect to the orders passed by the appellate authority.

8. *Orders made by the Governing Body not appealable:—* Notwithstanding anything contained in this regulation, no appeal shall lie against any order made by the Governing Body.
9. *Governing Body's power to review:—* Notwithstanding anything contained in these regulations the Governing Body may on its own motion or otherwise, after calling for the records of the case, review any order which is made or is appealable under these regulations, and
  - (a) Confirm, modify or set aside the order,
  - (b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order,
  - (c) remit the case to the appointing authority which made the order to any other authority directing such further action or enquiry as it considers proper in the circumstances of the case, or
  - (d) Pass any such other order as it deems fit provided that an order imposing or enhancing the penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.
10. *Pay and allowances on acquittal:—* If a member of the staff of the SCERT has been discharged and the charges are not proved against him, the appellate authority may grant to him for the period of absence from duty, if,—
  - (a) he is fully exonerated, the full pay to which he would have been entitled had he not been discharged or dismissed by an order to be separately recorded, any allowances which he was in receipt prior to his discharge or dismissal, or
  - (b) not fully exonerated, such proportion of pay and allowances as the appellate authority may prescribe.

## CHAPTER VI

## PAY

1. Except in the case of personal pay and under special circumstances, the pay of an employee shall not be so increased as to exceed the maximum of the pay sanctioned for the post.
2. An employee shall, on his appointment to a post on a time-scale, draw pay at the minimum of the time scale.
3. Fixation of pay of the employees of the Council shall be the same as applicable to the regular employees of the State Government as laid down in Kerala Service Rules Part I.
4. In regard to persons joining the service of the Council either on leave or on deputation from other Public Institution/Universities/ Government, the increase in pay (which includes personal pay, special pay etc.) they are entitled to in their Parent Institution/Universities/ Government, during the period of leave/deputation shall be protected subject to the terms of deputation and the arrears, if any for the period of their service at the Council, shall be paid by the Council.
5. The following provisions are prescribed as conditions on which service counts for increment in a time scale;
  - (a) All duties in a post on a time scale counts for increments in that time scale.
  - (b) All leave, except leave without allowances taken otherwise than on medical certificate count of increments in the time scale applicable to a post in which an officer was officiating at the time he proceeds on leave and would have continued to officiate but for his proceedings leave.
  - (c) Period spent on deputation or on other full time assignment such as Foreign Service subject to a maximum of three years shall count for increments applicable to a post in which the employee holds a lien.

6. Good service entries and incentive award are possible variants to advance increment for the recognition of meritorious service rendered by the employees of the institution. Incentive awards could be made for outstanding performance of employees in the discharge of their duties and responsibilities. The system of awarding good service entries and incentive awards are eminently suited for recognizing specific or individual cases of meritorious service/work on the part of the employee the grant of advance increment being restricted to cases of sustained merit and continuous record of good work. In other words, good service entries, incentive awards and advance increments will be in an ascending order in the matter of recognition of meritorious services.
7. There shall ordinarily be no extra remuneration for additional work performed. However, during exceptional occasions when some of the staff may have to put in considerable amount of extra effort, extra remuneration may be considered by the Council with the approval of Government.
8. The scale of pay and number of posts in the Academic, Administrative and Technical categories shall be subject to the decision of the Governing Body and approval by the Government.
9. From the scheme of promotion proposed in the regulation the number of posts in the cadre of Professor is very limited in view of the limited number of divisions. It will therefore be almost difficult for Associate Professors to be promoted as Professors in their career before retirement. Therefore a scheme of awarding non cadre Professorship on completion of fifteen years of service in SCERT as Assistant Professor and Associate Professor taken together is to be implemented. The non-cadre Professorship shall however be in the same scale of pay as Professor and based on the recommendation of the Screening Committee constituted for this purpose.
10. The Authority to accord sanction for non-cadre promotion as Professors who have completed fifteen years of service in SCERT shall be the Governing body.

**Saving Clause:**

- (i) Notwithstanding anything contained in these regulations, all appointments already made after due process of selection and having been filled up in accordance with in Para 44 (iii) (b) of 'Memorandum of Association' shall be deemed to have been made under these regulations.
- (ii) The incumbents who were in service at the time of conversion of State Institute of Education into SCERT and those who are appointed in SCERT (as per Circular No. D3 59259/94 DPI dated 15-2-1996) by inviting options for various posts, stating scale of pay, and who joined SCERT [as per G. O. (Rt.) No. 4267/97/G.Edn dated 4-12-1997], and continued in SCERT service [as per G. O. (Rt.) No. 5346/04/G.Edn dated 14<sup>th</sup> December 2004] shall have the following options, and shall also be eligible for career advancement and promotion as per these regulations.

They may either continue in SCERT, notwithstanding their qualification, till the date of their superannuation in the General Education Department or may opt their service in SCERT within three months from the date of issuance of the regulation. Their pay shall be fixed as per the regulations, by the Governing Body.

- (iii) Notwithstanding anything contained in the regulations, all the six Research Officers, one Lecturer and one Librarian recruited through a process of direct recruitment [through advertisement in newspapers to the academic service of SCERT after its formation in 1994 as per G. O.(Rt.) No. 3338/2000/Gen.Edn. dated 11-8-2000] and those now continuing in SCERT will be re-designated to the corresponding post in this regulation having regard to the length of continuous service in SCERT from the date of entry and subject to the provisions relating to promotion to cadre and non-cadre posts and shall also be eligible for career advancement as per these regulations. Their pay shall be fixed as per the recommendations by the Governing Body with the concurrence of Government.
- (iv) The Research Officers/Lecturers/Librarian re-designated as Assistant Professor/Assistant Librarian who are already promoted to the next higher post of Associate Professor/Deputy Librarian shall acquire the required qualification within a period of three years from the date of coming into force of these regulations.

- (v) The Assistant Professors shall be re-designated as Associate Professors on fulfilment of the essential qualifications and experience prescribed for the post of Associate Professor and based on the recommendation of the committee constituted for this purpose as per the regulation.
- (vi) The Associate Professors will be promoted as Professors on attainment of the prescribed qualification and based on the recommendation of the committee constituted for this purpose as per the regulation.

## CHAPTER VII

### TRAVELLING ALLOWANCE

The employees of the Council shall be eligible for Travelling Allowance as applicable to the employees of Government of Kerala (KSR Part II). This benefits are eligible only for the regular employees.

## CHAPTER VIII

### MEDICAL REIMBURSEMENT

The employees of the Council shall be eligible for Medical Reimbursement as applicable to the employees of Government of Kerala. This benefits are eligible only for the regular employees.

## CHAPTER IX

### PENSION, GRATUITY AND OTHER BENEFITS

EPF Pension Scheme, Respective benefits and Gratuity as per Gratuity Act shall be applied to the employees of the council.